



Grants Policies and Procedures

Department of Psychiatry

PURPOSE: The purpose of the Grants Policies and Procedures is to ensure that research faculty and clinical staff in the Department of Psychiatry have clear direction and support to properly seek internal and external funding for research and obtain required approvals to participate in research activities. These policies also seek to provide guidelines for grants-related expenditure.

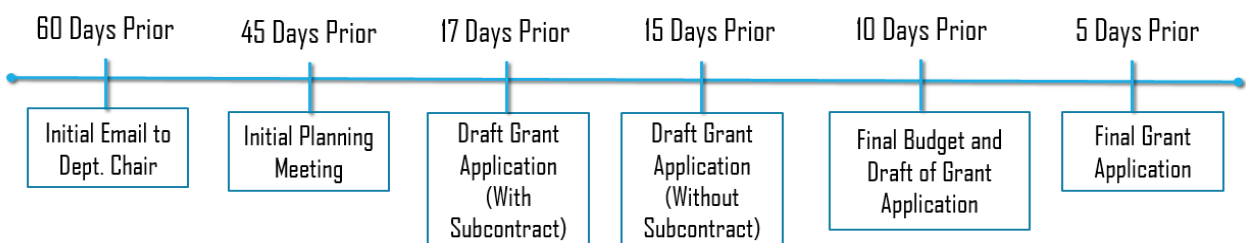
PROPOSAL SUBMISSION POLICY

This policy defines the expected timeline and provides the approval process for grants submission through the Department of Psychiatry. The policy creates a framework to ensure that proposals and related documents represent our collective best efforts. The policy applies to all applications for internal and external funding, regardless of funding source (federal and non-federal) or submission method.

Approval Process: All research faculty, residents, and staff who wish to apply for a grant submission must comply with the timeline in the proposal submission policy. This must be done in advance of the funding agency's deadline. Principal Investigators must notify the Chair of Psychiatry and the Director of Research, by email, of their intent to apply for grants and allow 7 business days for feedback. Investigators must also notify the Department's Grant Administrators of upcoming grant submissions and provide a link to the official Request for Applications. **Please note that research faculty and clinical staff must receive approval from Drs. Henderson or Borba before participating on grants within and beyond the Department of Psychiatry without salary support.**

60 DAYS

Timeline for Grant Submission: The Department should be notified of the intention to apply at least 60 days prior to the funding agency's deadline. However, in cases where the Request for Application is made available to applicants within a shorter period, the Department requires notification as soon as the Principal Investigator knows that a submission would be likely.



As soon as the Department's approval to move forward with the application has been received from the Chair of Psychiatry or the Director of Research, the Principal Investigator is required to schedule an **Initial Planning Meeting** with the Director of Research to discuss the direction of the application. The recommended timeline for this meeting is 45 days prior to the funding agency's deadline. Please note that the Department's Clinical Operation Director must be notified if clinical staff are to be included in any grant submission.

45 DAYS

15 DAYS

The complete administrative components of a proposal, including a **draft detailed budget, budget justification, draft proposal, and other**

required supporting and internal forms, must be received by the Department's Grant Administrators at least 15 business days prior to the funding agency's deadline for associated departmental review. Earlier submission of documents are welcome.

The **final budget and draft technical components** of the proposal must be received by the Department's Grant Administrators at least 10 business days prior to the funding agency's deadline. This option is designed to give Principal Investigators additional time to refine the technical component and thereby improve the proposal's chances for success. Proposals with final administrative and draft technical components submitted to the Department's Grant Administrators on or before the 10 business day deadline will be considered "on time." Once received, these components will be forwarded to BMC's Grants and Contracts Office who will initiate the full review.

10 DAYS

5 DAYS

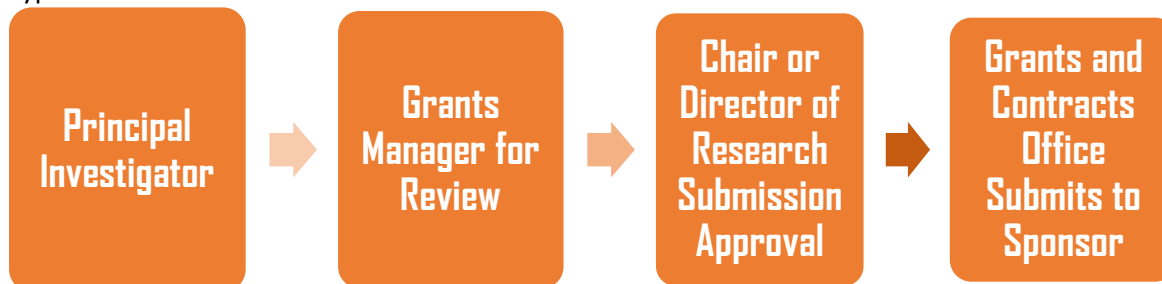
Five days prior to the funding agencies deadline, **both the final administrative documents and technical components** must have been received by the Grants and Contract Office. Further revisions to the final proposal budget will not be accepted at this time. However, revisions to correct issues identified by the Grants and Contracts Office will be allowed.

Proposals that do not meet the deadlines established in this policy will still be allowed to move forward with submission, but will receive a minimum review in order to ensure (to the degree possible) that the proposal is not rejected from the electronic submission platform. Please note that Principal Investigators are not allowed to directly submit a grant to the sponsor without going through the grant submission process.

For **applications involving subcontracts**, the Department's Grant Administrators will need to be made aware of this potential collaboration. This notification is important in managing the timeline for proposal submission and the communication strategy for collection of subcontract documents.

Working with BMC Development and BU Office of Proposal Development: Both BMC and BU have highly experienced teams in the Development Office and Office of Proposal Development. These teams are available to assist Principal Investigators with their grant applications. The Department continues to encourage the use of these offices. However, please keep in mind that the timeline highlighted earlier will not change and all budgets must be finalized by the Department of Psychiatry. **Please work with your Grants Manager/Administrator to determine if your grant should be submitted through BU or BMC.**

Typical review chain:



Facilities and Administration (F&A) Reductions or Waivers: Facilities and Administrative (F&A) costs, also known as Indirect Costs (IDC), are a critical component of our research resources, as they support the operation, maintenance, and administration of our research infrastructure. On **very rare occasions**, a reduction in or waiver of F&A may be requested and approved. Please note that Principal Investigators are not authorized to negotiate a reduction in or waiver of F&A costs with the Grant and Contract Offices. All requests must be directed to the Chair of Psychiatry and filtered through the Department's Grant Administrators.

Treatment of Cost Sharing for Sponsored Awards: The Department of Psychiatry receives substantial funding from federal government and non-federal sources in the support of sponsored programs. In certain cases, these funding sources may require mandatory cost sharing or matching by the Department. Cost sharing is a financial commitment by the Department toward the total cost of a project. It will not be reimbursed by the sponsor to support the scope of work. As such, the Department requires that for such grant applications, departmental notification is provided and approval obtained prior to principal investigators taking steps towards grant development and submission. A cost-sharing funding source will be required by the Department's Grant Administrators upon receipt of such applications.

POLICY ON RECEIPT OF NOTICES OF AWARDS

The Department of Psychiatry requires that Principal Investigators notify the Chair of Psychiatry and the Director of Research immediately upon receipt of Notices of Awards. In many cases, these Notices will be sent by the Institution's Grant Offices. However, for internally funded projects and foundation grants, the Notices may be sent directly to Principal Investigators who are required to notify the Chair of Psychiatry and the Director of Research.

UNALLOWABLE COSTS FOR RESEARCH

The Department of Psychiatry's Grant Administrators will work with Principal Investigators to determine the appropriateness of items charged to grants. However, it is important and ultimately the responsibility of Principal Investigators and their study teams to ensure that they are purchasing allowable items.

Common Unallowable Expenses include:

- Alcohol (Unless this is the subject of the research)
- Gift Cards (BMC Grants only)
- Bad Debts
- Business Meals (outside of travel expenses)
- Dues & Memberships
- Entertainment and Limousines (unless the most economical mode of transport)
- Flowers, Gifts to Employees, Coffee, and Water Service
- Fundraising, Donations and Contributions
- Lobbying
- Parking Tickets, Fines, & Penalties
- First class airfare

This list represents some of the most common unallowable expenses but is in no way meant to be complete listing of unallowable expenses. Please refer to the Request for Application and the signed contract to determine allowable expenses.

SALARY ADJUSTMENT POLICY

Principal Investigators and Department Grant Administrators should ensure charges to sponsored projects are accurate. On a monthly basis, the Department Grant Administrator will run financial reports for each sponsored project using Lawson for BMC Grants and Boston University's Grants Management (Distributed) Reports for BU Grants.

Salary adjustments are allowable if they are initiated to correct errors, made on a timely basis, and include appropriate justification and supporting documentation. Moreover, the costs being transferred must be allocable to the award the charges are being transferred to, if applicable.

Frequent, tardy, or inadequately explained transfers, especially when they involve accounts with cost overruns, raise questions about the appropriateness of the transfers themselves, as well as the overall reliability of our accounting system and internal controls.

TRAVEL AND REIMBURSEMENT POLICY

- Prepare and submit request for reimbursement, with appropriate receipts, in a timely manner. For international travel, reimbursement requests should be submitted within three weeks of the last day of the trip. For domestic travel, reimbursement requests should be submitted within two weeks of the last day of the trip.
- Tickets purchased using frequent flyer miles only will not be reimbursed.

WHO SHOULD KNOW THIS POLICY

- Department Chairs
- Principal Investigators (PIs)
- Administrative and Research Support Staff
- Sponsored Programs

For questions regarding this policy, please email the Department's Grants Administrators below.

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